

CONDITIONAL USE PERMIT APPLICATION

SECTION I: PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

***If more than one owner, attach additional sheet with names, addresses and signatures as requested below.**

SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Affiliation with Project: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____

Affiliation with project: _____

Phone: _____ Fax: _____

Email: _____

SECTION III: USE

Conditional Use: _____

Project Name: _____

Description of Request: _____

Dates requested for Conditional Use Permit: _____

Existing Zoning District: _____

Existing Use of the Property: _____

Describe the proposed use, the operations of the use, and the facilities proposed for the land use: _____

General Plan Classification: _____

SECTION IV: PROPERTY

Street Address: _____

General Location and Assessor's Parcel Number: _____

Legal Description (Section, Township & Range): _____

Size: (Gross and Net) _____ sq. ft. _____ acres

SECTION V: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office

Check-in

Use Only

Applicant

Checklist

- ☐ ☐ Project narrative (scope of work proposed)
- ☐ ☐ **Neighborhood Notification Letters**
 Once staff has approved the applicant's neighborhood notification letters, applicant must mail out advisory letters to all adjacent property owners within three hundred (300) feet of the external boundaries of the subject property. Copies of the Neighborhood Notification Letter Template are available online.
Mailing Instructions:
 Letters must be sent **via certified mail** and with the **City's mailing address as the return address: City of Maricopa Planning Department Case#_, P.O. Box 610, Maricopa, AZ 85239.**
Submittal to City:
- ☐ ☐ One (1) copy of Owner Advisory letter mailed to all property owners within three hundred (300) feet of the external boundaries of the subject property
- ☐ ☐ One (1) copy of complete, alphabetized list of all property owners within three hundred (300) feet of the external boundaries of the subject property (**list submitted may be no older than 30 days**)
- ☐ ☐ One (1) copy of a map of the area depicting the three hundred (300) foot radius from which the adjacent property owner list was derived, showing adjacent properties and noting existing land uses and zoning.
- ☐ ☐ Source from which list was derived (i.e. name of Title company)
- ☐ ☐ Five (5) full size prints (preferably 24" X 36") of Site Plan showing the following as applicable:
 - Topography
 - Building/structure locations and/or outdoor storage areas
 - Screening, walls or fences
 - On-site circulation
 - Land uses, setbacks, and landscaping plans
 - Grading and Drainage plans
 - Open space
 - Elevations (all sides)
 - Any other information as requested by the City

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Title Assurance from a Title Company naming all current property owners with corresponding addresses. *A Proposition 207 waiver will be required prior to Council approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8.5" x 11 PMT reduction of each above referenced exhibits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees: Conditional Use Permit/Admin. \$500.00 |

I have read this Conditional Use Permit Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete.

_____ Signature of Applicant	_____ Print Name	_____ Date
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_____ Signature of Property Owner	_____ Print Name	_____ Date
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***If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY	
Case #:	Zoning Map #:
Fees:	
Date of Submittal:	Accepted by: